

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - PR & RD Department – Transfers and postings of employees in Panchayat Raj Department – Lifting of ban on transfers – Guidelines on transfers for the year 2013 – Orders - Issued.

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**PANCHAYAT RAJ AND RURAL DEVELOPMENT [Estt.VII] DEPARTMENT**

**G.O. Rt. No. 709**

**Dated. 29<sup>th</sup> April, 2013.**

**Read the following:-**

1. G.O. Rt. No. 1063, PR & RD [E.VII] Deptt., Dated 15.06.2012.
2. G.O. Ms. No. 181, Finance [DCM.III] Deptt., Dated 10.07.2012.
3. G.O. Ms. No. 100, Finance [DCM.III] Deptt., Dated 22.04.2013

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**O R D E R:-**

In the reference 1<sup>st</sup> read above, Government have issued orders relaxing the ban on transfers for the year, 2012 subject to the conditions stated therein.

**2.** In the reference 2<sup>nd</sup> read above, the Finance [DCM.III] Department have issued orders imposing ban on transfer of employees.

**3.** In the reference 3<sup>rd</sup> read above the Finance [DCM.III] Department have issued orders lifting the ban on transfer of employees.

**4.** The Government after careful consideration and in supersession of the orders issued in the G.O. 1<sup>st</sup> read above, hereby permit to effect the transfer of Panchayat Raj employees in all the Districts [other than PR Engineering Department] with effect from 29th April to 15<sup>th</sup> May, 2013 duly following the guidelines annexed to this order.

**[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]**

**V.NAGI REDDY  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Commissioner, Panchayat Raj & Rural Employment, Hyderabad  
All the District Collectors in the State  
All the Chief Executive Officers of ZPP in the State  
All the District Panchayat Officers in the State

**Copy to:-**

All Administrative Sections in the Department  
The PS to Hon'ble Minister [PR & RWS]  
The PS to Spl. Secy to Hon'ble CM.,  
The PS to Prl Secy (PR)  
The Finance (DCM-III) Department  
SF/SCs

**-// FORWARDED :: BY ORDER //-**

**SECTION OFFICER**

| GUIDELINES FOR GENERAL TRANSFERS |   |  |
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| 1                                | <b>General provisions for transfers</b> | <p>1. Government / Commissioner, Panchayat Raj and Rural Employment has the right to transfer any person within the local area of the person at any point of time on administrative grounds, administrative exigencies or other wise.</p> <p>2. No person can request transfer from one place to another place or from one post to another post as a matter of right.</p> <p>3. No person will be eligible for making request for transfer if he has not completed 2 years as on 24.04.2013 in the station he is working presently.</p> <p>4. Subject to above primary conditions, the following guidelines are issued for general transfer of staff:</p> <p>(i) The staff who are going to retire before 15.05.2014 shall not be transferred.</p> <p>(ii) The persons facing ACB / Vigilance/disciplinary cases/Punishment undergoing and working presently in focal posts shall not be continued in focal post and such persons shall be transferred to non-focal post.</p> <p><b>Note:</b> ACB/Vig/disciplinary case/Punishment undergoing means where Show cause notice issued or Formal Articles of Charge issued or FIR filed in criminal case or facing ACB/Vigilance enquiry at any stage.</p> <p>Service in all posts in a station will be counted while calculating period of service in the particular station. <u>Station means place (city, town, village) of actual working and not office (or) institution.</u></p> <p>5. The transfer guidelines stand relaxed with regard to persons working in specialized posts like computerization to ensure availability of skilled staff, notwithstanding that the tenure put in has crossed the cut off service period.</p> <p>6. The competent authority shall submit the transfer proposals to the next higher authority where transfers are on administrative grounds who will not approve the transfers unless absolutely necessary and after recording reasons for accepting the proposals (such transfers should also be within the ceiling prescribed therein)</p> <p>7. Employees shall invariably be transferred from their existing location on promotion,</p> |

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|    |  | <p>unless no such posts exist at a different location.</p> <p>8. In case of conflict between general guidelines and specific guidelines for a particular post or a category, the specific guidelines shall prevail.</p> <p>9. District Counseling shall be conducted after zonal counseling is conducted in respect of zonal posts.</p> <p>10. The transfer policy should be an effective tool in capacity building with departmental employees getting a variety of experience within the department, thus becoming more fit to hold higher responsibilities.</p>  |
| 2. | <b>Specific guidelines for certain posts</b> | <p><b>(1) Class IV Employees and Record Assistants posts:</b></p> <p>Transfers can be made on request of an employee if there is clear vacancy or on mutual requests. In no case an employee shall be transferred to adjust request from other employee.</p> <p><b>(2) Drivers:</b></p> <p>Transfers can be made on request of an employee if there is clear vacancy or on mutual requests. In no case an employee shall be transferred to adjust request from other employee.</p> <p><b>(3) Ministerial Staff:</b></p> <p>a). No staff who has not completed TWO years of service in all posts in same station as on 24.04.2013 shall be transferred.</p> <p>b). Who have completed FIVE years of service in all posts in a station as on 24.04.2013 shall be transferred.</p> <p>c). District is the unit for effecting transfer.</p> <p>In ZPPs, O.S. and Ministerial staff of ZPPs working in engineering wing shall be covered in these guidelines.</p> <p>The Chief Executive Officer can effect the transfers of the ministerial employees working in the offices of PRI/RWS &amp; Divisions / Sub-Divisions and ZPP High Schools/ MPP Schools.</p> <p>The transfers shall be effected from focal to non-focal, non-focal to non-focal or non-focal to focal posts only. In no case, persons shall be transferred from one focal post to another focal post.</p> |

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|  | <p>The transfers from ZPP to Sub-Divisions and Engineering Divisions to Sub-Divisions are also be allowed.</p> <p>With reference ZPP, focal means Engineering to Engineering, Zilla Praja Parishad to Engineering and vice-versa. Rest of the places are non-focal.</p> <p><b>(4) Extension Officers [PR&amp;RD], DI.POs, Administrative Officers &amp; MPDOs:</b></p> <p>Extension Officer [PR&amp;RD] DI.POs, Administrative Officers are Zonal Posts. The post of MPDO is multi Zonal post.</p> <p>1. The District Committee is competent to effect the transfers based on counseling system with in the District.</p> <p>For Inter District and with in the Zone, transfers for Extension Officers [PR &amp; RD], DIPOs, Administrative Officers, the Commissioner, PR&amp;RE is competent authority.</p> <p>For the MPDOs transfer to other Districts with in multi zone, Commissioner, PR&amp;RE is the competent authority.</p> <ul style="list-style-type: none"><li>a) No officer who have not completed TWO years of service in all posts in a station as on 24.04.2013 shall be transferred.</li><li>b) Officers who have completed FIVE years of service in all posts in a station as on 24.04.2013 shall be transferred.</li><li>c) Zone is the unit for effecting transfers.</li><li>d) Transfers shall not be considered for posting to their native Revenue Division. Existing instructions on posting of 2<sup>nd</sup> level and higher level gazette officers to their native districts shall be followed.</li></ul> <p><b>(5) Panchayat Secretaries:</b></p> <p>Panchayat Secretary Gr.I &amp; Gr.II are Zonal posts and Pts. Secy. Gr.III &amp; IV are District posts. The CPR&amp;RE is competent to effect transfers in respect of zonal posts and District Committee is competent to effect transfers in respect of District posts. However, the District Committee is competent to effect the transfers of Panchayat Secretaries Gr.I and Gr.II within the District.</p> <p><b>(6) Office Bearers of Recognized Unions:</b></p> <p>The standing instructions on the</p> |
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|          |  | transfers of Office Bearers of recognized employees unions as issued in Circular Memo.No. 26135/Ser.Welfare/2002-1 of GA (Services) Department, dt. 19.6.2002 shall be followed scrupulously.   |
| <b>3</b> | <b>Schedule of transfers</b>             | (1) The Government in PR&RD(PR) Department Commissioner, PR&RE shall draw schedule and communicate separately the same to the competent authorities for effecting transfers.  |
| <b>4</b> | <b>Committee for effecting Transfers</b> | <p>(1)At District level: District Collector, CEO of Zilla Praja Parishad and the DPO.,</p> <p>(2)AT HOD level: Commissioner, PR &amp;RE, Addl. Commissioner and the concerned Deputy Commissioner.</p> <p>(3)The Chief Executive Officer is convener of the committee for transfers in ZPP wing.</p> <p>(4) The District Panchayat Officer is convener of the committee for transfers of the employees of Panchayat wing.</p>   |
| <b>5</b> | <b>Criteria for transfers</b>            | <p>(a) Transfers other than the transfers on administrative reasons shall be done by counseling. Counseling will be conducted by asking all the employees seeking transfer will be asked for three preferences and accommodating to the extent possible. When more than one employees opts for a particular place, preference shall be given to the employee who has put in longest service in a particular station, subject to that the employee not having any charges pending against him / her.</p> <p>If any person fails to apply within time frame and attend counseling, or persons who have completed maximum service period permissible but did not apply for transfer, such persons will be allocated to the left over vacancies in the counseling and no further correspondence will be entertained in this regard.</p> <p>(b) Once transfer orders are issued by the competent authority, review of orders shall not be considered. The person must join in the place of posting as per transfer order. In any case, the employee would be deemed to have been relieved at the end of (7) days of receipt of the transfer order. Disobeying of posting orders will make the individual liable for disciplinary action. In no case request for treating waiting period as duty shall be entertained.</p> <p>If any extraneous / political</p> |

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|          |  | pressures are brought by any of the employee to effect transfers disciplinary action will be initiated as per the CCA rules.  |
| <b>6</b> | <b>Eligibility to apply for transfer</b> | <p>No person shall be transferred before completion of two years of service in a particular station as on 24.04.2013 and no person shall be retained beyond 5 years of service in a particular station. However, not more than 20% of the employees in any cadre will be transferred. This is to ensure that there is no dislocation of work. Service in all cadres at a station will be counted while calculating period of stay.</p> <p>If the employee who have put in more than 2 years of service, constitute more than 20% of the total strength, the employee who have put in longer service at a particular station shall be transferred without exceeding the overall ceiling of 20%.</p> <p>The provisions of G.O. Ms. No. 610, G.A. [SPF-A] Dept., Dated 30.12.1985 shall be strictly adhered to and the ratios prescribed maintained.</p>   |
| <b>7</b> | <b>Place of postings</b>                 | In no case person on transfer shall be posted to same station where he was working prior to transfer.   |
| <b>8</b> | <b>Entitlement of points</b>             | <p>The points as follows shall be awarded to the person who apply for transfers:</p> <p>(1) Service in the present station located in the following areas as on 24.04.2013:-</p> <p>(i) For service in Category III areas:- Three (3) points per completed year of service as on 24.04.2013</p> <p>(ii) For service in the category II areas: Two (2) points per completed year of service as on 24.04.2013.</p> <p><b>subject to a maximum of 6 points.</b></p> <p>(iii) For service in the category I areas: One (1) point per completed year of service as on 24.04.2013 <b>subject to maximum of 2 points.</b></p> <p>(2) Service in the category -IV Area: Four (4) Additional points per year of completed service in one station as on 24.04.2013.</p> <p>(4) <b>For entire Service:</b> 0.20 points for every completed year of service in all categories as on 24.04.2013</p> <p><b>Note:- The Habitations/ Towns shall be</b></p> |

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|           |                                | <p><b>classified in to the following categories namely:-</b></p> <p>(a) Category – I: All Habitations / Towns where 30% HRA is admissible.</p> <p>(b) Category – II: All Habitations / Towns where 20% HRA is admissible.</p> <p>(c) Category –III: All Habitations / Towns where 14.5% and 12% HRA is admissible.</p> <p>(d) Category IV : Scheduled Areas.</p> <p>(4) Points for achieving revenue for Panchayat Secretaries/Bill Collectors / JABCs/JAs:</p> <p>(a) More than 95% of Target Points - 10</p> <p>(b) 85% to 95% of Target points - 5</p> <p>(c) 75% to 85% of Target points - 2</p> <p>(d) Below 75% of Target Points - 0</p> <p><b>Note :</b> It will be applicable to Panchayat wing staff.</p> |
| <b>9</b>  | <b>Special Categories</b>      | <p>(i) Five (5) points for persons, who are retiring within 2 years as on 24.04.2013.</p> <p>(ii) Five (5) points for un-married girls/widows as on 24.04.2013.</p> <p>(iii) Five (5) points for the persons, whose spouses are working in the State Government or Central Government or their Public Sector under takings or Local Body in the same District as on 24.04.2013. This benefit is available only once in 10 years.</p> <p><b>Note 1:</b> This is applicable only in respect of one of the spouses.</p> <p><b>Note 2 :</b> A copy of certificate issued by the competent authority shall be enclosed to the check list to consider their cases under special category (iii).</p>                      |
| <b>10</b> | <b>Preferential Categories</b> | <p>The Competent authority shall give priority as given below.</p> <p>a. Long standing employee downwards.</p> <p>b. Employees working in "hardship areas"</p>   |

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|           |                                     | <p>c. Employees with outstanding record on request</p> <p>d. Employees with disability of 40% or more as certified by a competent authority as per "Persons with Disabilities (P.W.D) (Equal opportunities, protection of rights and full participation) Act, 1995.</p> <p>e. Husband and wife cases (Only one of the spouses shall be shifted following the prescribed procedure.)</p> <p>f. Employee having mentally retarded children to a place where medical facilities are available.</p> <p>g. Cases of compassionate appointment, Unmarried girls/widows.</p> <p>h. Medical grounds for the diseases (either self or spouse of dependent children and dependent parents) or Cancer, Heart Operations, Neurosurgery, Bone T.B, Kidney Transplantation to places where such facilities are available.</p> <p><b>Note:</b> The benefit of preference shall be given once in 10 years to the above categories <b>b</b> to <b>h</b>.</p> |
| <b>11</b> | <b>Applications</b>                 | <p>The persons who are eligible as per these guidelines and desire transfer shall apply in the prescribed format.</p> <p><b>Note:</b> If any person who has submitted application but did not attend counseling or the person who has completed maximum service permissible in a station but did not submit application they shall be transferred to the available left over vacancies by competent authority.</p>  |
| <b>12</b> | <b>Date of relief &amp; joining</b> | <p>The persons who are transferred should be relieved from the present place of working on receipt of the transfer order and they should join in the new station where they are posted within the joining time, subject to such conditions as may be prescribed by the competent authority. Under no circumstances shall compulsory wait caused due to delayed joining, be sanctioned. All the transfers effected by the following the procedure where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits. In any case the employee would be deemed to have been relieved at the end of (7) days of the receipt of the transfer order.</p>  |
| <b>13</b> | <b>Display of vacancies</b>         | <p>The following lists should be displayed on</p>   |



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|           | <b>and names of the applications:</b>              | <p>the Notice Board of the respective office and a copy of the same shall be submitted to the Commissioner, PR&amp;RE.</p> <ol style="list-style-type: none"> <li>1. The list of names of the persons who applied for transfer with entitlement points.</li> <li>2. List of persons who have completed maximum permissible service and are proposed by administration for transfer compulsorily.</li> <li>3. The station wise vacancy position shall be displayed. The resulting vacancies shall also be displayed visibly during counseling.</li> </ol>  |
| <b>14</b> | <b>Display of transfers effected</b>               | The transfers affected shall be displayed on the notice board of the Office concerned on the same day.  |
| <b>15</b> | <b>Grievance redressal mechanism</b>               | <ol style="list-style-type: none"> <li>1. A grievance against the orders of the competent authorities can be submitted to Commissioner, PR&amp;RE and such application should be submitted within 10 days of issue of order.</li> <li>2. All such grievances will be disposed off within 30 days from the date of receipt of the application.</li> </ol>  |
| <b>16</b> | <b>Punishment for furnishing false information</b> | Anybody who has submitted false information or certificates, and the officers who have countersigned such false information, shall be liable for disciplinary action in addition to prosecution.  |
| <b>17</b> | <b>Punishment for violating these guidelines</b>   | Any competent authority who shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be liable for disciplinary action. The officer immediately superior to competent authority shall ensure that all the transfers are as per the existing government orders and are kept at barest minimum.   |
| <b>18</b> | <b>Counseling process</b>                          | <ol style="list-style-type: none"> <li>(1) Persons who have applied for transfer will be given rank based on points awarded to them.</li> <li>(2) First, persons with preferential categories will be called for counseling in the order given under preferential category. Within preferential category, persons will be called in the order of their rank.</li> <li>(3) After preferential categories are over, other persons will be called for counseling in the order of their rank.</li> <li>(5) Persons who submitted application for transfer but failed to attend counseling or the persons who</li> </ol> |

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|           |  | <p>completed maximum permissible service period in the same office but did not apply for transfer, such persons will be considered at the end and they will be posted to left over vacancies by the competent authority at its discretion.</p> <p>In exceptional cases competent authority may permit his/her immediate family member to be present at the time of counseling and indicate choice on his/her behalf if person himself/herself is unable to attend counseling due to circumstances beyond his/her control. In such case, he/she must authorize his/her immediate family member in writing.</p> <p>(5) At the time of his/her turn for counseling, he/she can choose any vacant post available subject to his/her eligibility as per these guidelines.</p> <p>The candidates shall be graded rank wise. When ever the candidates choosing the places in respect of category I they shall choose IV category places only and after exhausting they have to go for category III and II subsequently. They shall not be permitted to choose from category I to category I.</p> <p>Once Employee is transferred on counseling system in other place he/she shall not be again transferred till the ban is lifted expect in cases of promotion disbandment of posts and on disciplinary proceedings.</p> |
| <b>19</b> | <b>Interpretation</b>  | <p>In case of doubt in interpretation of these guidelines, matter shall be referred to Government/Commissioner, PR&amp;RE.</p>  |
| <b>20</b> | <p>Counseling process shall be in the presence of two Office bearers each from their respective recognized Associations.</p> |   |

**Transfer Request Application**

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|-----|---|--|
| 1.  | Name  |  |
| 2.  | Designation   |  |
| 3.  | Date of Birth   |  |
| 4.  | Date of Retirement  |  |
| 5.  | Gender  |  |
| 6.  | Marital Status  |  |
| 7.  | Native Revenue District   |  |
| 8.  | Native Revenue Division   |  |
| 9.  | Native Revenue Mandal   |  |
| 10. | Date of Joining in the Department   |  |
| 11. | Date of Joining in the Present Post in Present Office   |  |
| 12. | Present Place working – Office address  |  |
| 13. | % HRA drawn in the present office   |  |
| 14. | Whether he/she is President or General Secretary<br>At Division/State level of Recognized Association.  |  |
| 15. | Whether spouse is employee of State Govt. /Central Govt./ Public Sector Under taking /Local Body – Yes/No   |  |
| 16. | State whether claiming special benefit under : Yes/No<br><br>a. Long standing employee downwards.<br><br>b. Employee working in "hardship areas"<br><br>c. Employee with out standing record on request.<br><br>d. Employees with disabilities of 40% or more as certified by a competent authority as per " Persons with Disabilities (P.W.D.) (Equal opportunities, protection of rights and full participation) Act, 1995.<br><br>e. Husband and wife cases (Only one of the spouses shall be shifted following the prescribed procedure.)<br><br>f. Employees having mentally retarded children to a place where medical facilities are available.<br><br>g. Cases of compassionate appointment, Unmarried girls.<br><br>h. Medical grounds for the diseases ( either self or |  |

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|     | spouse or dependent children and dependent parents) or Cancer, Heart Operations, Neuro-surgery, Bone TB, Kidney transplantation to places where such facilities are available. |   |
| 17. | % of Target achieved   |   |
| 18. | Whether preferential benefit utilized with last 10 years: Yes /No.   |   |
| 19. | Places of preference   | 1 |
|     |  | 2 |
|     |  | 3 |
| 20. | Other information if any   |   |

**Signature of the applicant**

### **DECLARATION**

I, ----- hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief. I know that if any particulars are found to be incorrect on verification, I will be liable for disciplinary as well as criminal action. All the required certificates/documents in support of above facts are enclosed.

**Signature**

**Name of the applicant**

**Designation**

**Date**

### **CERTIFICATE**

Certified that the particulars furnished by the applicant are verified with reference to certificates/documents/ Service Register of the individual and found correct.

**Signature of the Head of the  
Institution**

**Designation with Stamp**

**Note: The person who has submitted false information or certificates and the officers who have counter signed the information will be liable for disciplinary action as well as criminal action.**

